

A. Assignment of Functions

1. The Office of the Director provides overall direction and oversight of the following core Strategic Performance and Evaluation Staff (SPES) functions:
 - a. Government Performance and Results Act (GPRA)

Formulates and develops policies, processes, and work products for administering GPRA and related legislation and Office of Management and Budget (OMB) guidance pertinent to agency planning and evaluation efforts.
 - b. Budget and Performance Management System (BPMS)

Co-chairs BPMS with the Budget Director to ensure that all agency budget, cost, and performance data is properly captured, measured, evaluated, and reported to ensure Farm Service Agency's (FSA) continual transformation toward becoming a more performance-based, results-oriented organization.
 - c. Federal Managers' Financial Integrity Act (FMFIA) and Management Challenges

Formulates and develops policies, processes, and work products for administering FMFIA and addressing management challenges identified by FSA, U.S. Department of Agriculture (USDA), Office of Inspector General (OIG), Government Accountability Office (GAO), OMB, or other oversight authorities.
 - d. Commodity Credit Corporation (CCC)

Formulates and develops policies, processes, and work products for maintaining the official records of the CCC.
 - e. Transformation Planning

Formulates and develops policies, processes, and work products for administering the coordination of the various FSA change initiatives designed to ensure FSA's continual transformation toward becoming a more performance-based, results-oriented organization.
 - f. Customer Satisfaction

Formulates and develops policies, processes, and work products for administering surveys, focus groups, and related tools necessary to develop and evaluate the Stakeholder Satisfaction Index and partnership measures related to the Agency's Strategic Plan.

2. Develops, reviews, and revises, as appropriate, the official Agency-wide long-term Strategic Plan, in compliance with the Government Performance and Results Act of 1993, as well as guidance from USDA, OMB, OIG, GAO, or other oversight authorities.
3. Develops, reviews, and revises, as appropriate, the FSA Annual Performance Plans and the Annual Performance and Accountability Reports (PAR), in compliance with the Government Performance and Results Act of 1993, as well as guidance from USDA, OMB, OIG, GAO, or other oversight authorities.
4. Develops, reviews, and revises, as appropriate, FSA's performance contributions to USDA's Annual Performance Plans and the Annual Performance and Accountability Reports (PAR), in compliance with the Government Performance and Results Act of 1993, as well as guidance from USDA, OMB, OIG, GAO, or other oversight authorities.
5. Develops, reviews, and revises, as appropriate, FSA's performance contributions to USDA's Annual Performance Budget (PB), in compliance with the Government Performance and Results Act of 1993, as well as guidance from USDA, OMB, OIG, GAO, or other oversight authorities and FSA's Budget Division.
6. Serves as the focal point for information and advice concerning BPMS, strategic planning and management control program policies, procedures, and requirements, and CCC docket preparation.
7. Participates in the development and provides oversight in preparation of FSA's contributions to USDA's long-term Strategic Plan. Ensures cross-cutting issues are coordinated with appropriate Departmental and agency officials to prevent duplication and/or omission of critical information.
8. Provides expert policy advice and liaison with senior officials within and outside the Agency, including representatives from USDA's Office of Budget and Program Analysis (OBPA), Office of the Chief Financial Officer, FFAS Mission Area representatives, OMB, and GAO, to exchange ideas and information related to the core functions of SPES.
9. Develops and presents appropriate GPRA and management challenges related training materials and presentations to Agency representatives at all levels as well as to targeted stakeholders and Government officials outside the Agency.
10. Establishes and maintains extensive network of contacts, both within and outside the Agency, to ensure that FSA remains on the cutting edge of knowledge and development relevant to the core functions of SPES.

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FA 01 10 0003 02 PLANNING AND PERFORMANCE MANAGEMENT BRANCH

A. Assignment of Functions

1. Formulates and develops policies, processes, and work products for administering GPRA and related legislation and Office of Management and Budget (OMB) guidance pertinent to agency planning efforts.
2. Serves as alternate co-chair to the Budget and Performance Management System (BPMS) Core Team for planning matters.
3. Formulates and develops policies, processes, and work products related to planning the coordination of the various FSA change initiatives designed to ensure FSA's continual transformation toward becoming a more performance-based, results-oriented organization.
4. Coordinates development and revision of the BPMS Management Scorecard contained in the Agency Strategic Plan.
5. Develops broad partnership measures to help FSA more effectively leverage resources to deliver mission results and conducts related data collection within the Strategic Planning Framework.
6. Contributes strategic planning and performance management expertise to the USDA/OMB Common Measures/Methodologies Initiative and coordinates FSA's role in the process.
7. Coordinates performance management initiatives. This includes conducting analyses of performance measures and determining the appropriate level of activities related to these measurements. These measures are central to the Cost Management Task Force and related Workload/Work Measurement Task Force as it pertains to linkage of performance and cost/financial data. Coordinates development and implementation of Activity -Based Costing Models to ensure Strategic Plan is fully and appropriately costed.
8. Develops customer satisfaction measures and manages surveys, focus groups, and related tools to support the Strategic Plan.
9. Develops, reviews, and revises, as appropriate, FSA's performance contributions to USDA's Annual Performance Budget (PB), in compliance with the Government Performance and Results Act of 1993, as well as guidance from USDA, OMB, OIG, GAO, or other oversight authorities and FSA's Budget Division.
10. Develops, reviews, and revises, as appropriate, the official Agency-wide Annual Performance Plans, in compliance with the Government Performance and Results Act of 1993, as well as guidance from USDA, OMB, OIG, GAO, or other oversight authorities.

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11. Develops, reviews, and revises, as appropriate, FSA's performance contributions to USDA's Annual Performance Plans, in compliance with the Government Performance and Results Act of 1993, as well as guidance from USDA, OMB, OIG, GAO, or other oversight authorities.
12. Develops and presents appropriate GPRA and management challenges related training materials and presentations to Agency representatives at all levels as well as to targeted stakeholders and Government officials outside the Agency.
13. Develops and maintains BPMS Internet and Intranet web sites and other communication materials to ensure full and accurate communication with all employees, customers, and stakeholders, as appropriate.
14. Develops and maintains Intranet pages and other communication materials relevant to Transformation Planning to ensure full and accurate communication with all employees and contract personnel.
15. Tracks and responds to all public and employee comments regarding to BPMS and related planning efforts.

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FA 01 10 0003 03 REPORTING, EVALUATION, AND MANAGEMENT CHALLENGES
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A. Assignment of Functions

1. Formulates and develops policies, processes, and work products for administering GPRA and related legislation and Office of Management and Budget (OMB) guidance pertinent to agency reporting and evaluation efforts.
2. Serves as alternate co-chair to the Budget and Performance Management System (BPMS) Core Team for reporting and evaluation matters.
3. Develops, reviews, and revises, as appropriate, the FSA Annual Performance and Accountability Reports (PAR), in compliance with the Government Performance and Results Act of 1993, as well as guidance from USDA, OMB, OIG, GAO, or other oversight authorities.
4. Develops, reviews, and revises, as appropriate, FSA's performance contributions to USDA's Annual Performance and Accountability Reports (PAR), in compliance with the Government Performance and Results Act of 1993, as well as guidance from USDA, OMB, OIG, GAO, or other oversight authorities.
5. Participates in FSA's BPMS Evaluation Team responsible for evaluation and selection of performance management software applications. Provides systems administration for the BPMS systems applications currently under development to ensure Agency has the most effective tool for quarterly and annual reporting of performance measures contained in the Strategic Plan and the Annual Performance Plan as well as the Performance Budget.
6. Determines and evaluates means to be used to verify and validate all data reported for performance measures. Analyzes and reports on survey results and focus group findings related to the stakeholder satisfaction index component of the Agency Strategic Plan.
7. Provides coordination and leadership for the FSA Program Assessment Rating Tool (PART) Teams responsible for completing OMB PART evaluations of FSA programs. Coordinates development and implementation of internal, pre-OMB PART assessments.
8. Provides coordination and leadership to ensure program evaluations are conducted as planned and as described in the Agency Strategic Plan. Ensures that results of evaluations are carefully reviewed, and works with the Planning and Performance Management Branch to ensure that appropriate performance measures are developed to ensure continual improvement.
9. Develops and publishes FSA's FMFIA annual report on management controls and the Administrator's related annual assurance statement.

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10. Provides quarterly and annual status reports on material weakness corrective actions and Agency efforts to address major management challenges identified by GAO and OIG.
11. Establishes Agency objectives, standards, and techniques for program and administrative management controls to help ensure that obligations and costs are in compliance with applicable law; funds, property and other assets are safeguarded against waste, loss, unauthorized use or misappropriation; and revenues and expenditures are properly recorded and accounted for.
12. Serves as the Agency's management control liaison with oversight entities such as GAO, OIG, USDA and FSA program officials and partner agencies. Coordinates the evaluation of all systems of internal control on an ongoing basis. Conducts risk assessments of Agency programs and operations. Performs management control reviews as requested by Agency management. Validates the effectiveness of corrective actions taken to resolve material weaknesses reported in the FMFIA annual reports. Maintains the Material Weakness Tracking System.
13. Executes all administrative aspects of CCC Board meetings, including providing for appropriate record keeping and maintenance of minutes. Attests to agreements by applying the CCC seal. Reviews and revises the CCC Charter Act, Bylaws, and Facts Sheet as necessary. Prepare CCC informational notebooks regarding corporate history for any interested party. Updates and distributes the CCC Board of Directors, Officers and Advisors. Lists and maintains the CCC bulletin board and provides content for CCC Internet and Intranet sites.
14. Provides technical guidance in CCC docket preparation; conducts final review of dockets before submission to the Board; maintains official current and historical records of CCC Board meetings and decisions. Maintains custody of the official seals of the CCC.
15. Directs the processing of appointments and terminations of CCC claims officers and contracting officers. Maintains delegations of authority and lobbying disclosure records.